

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 1 OF 2
ISSUED BY: COT, Office of Enterprise Policy and Project Management (OEPPM)	
EFFECTIVE DATE: 9/26/07	
PROCEDURE # 5.1.1	
SUBJECT: COT Creation of Standard Procedures and Forms: Finance Cabinet Summary	
DISTRIBUTION CODE: D.	CONTACT: Executive Director, Office of Enterprise Policy and Project Management (502) 564-0422

I. PURPOSE

The purpose of this procedure is to supplement Finance Cabinet Standard Procedure 1.1, "Finance and Administration Cabinet Standard Procedures and Manual," with internal Commonwealth Office of Technology (COT) processes for adding, revising, and/or rescinding standard procedures and accompanying forms. The remaining procedures for creating, revising, rescinding and approving Finance Cabinet standard procedures and forms shall remain the same as stated in Finance Cabinet Standard Procedure 1.1.

This document describes the key responsibilities of the areas within COT involved in the development and maintenance of standard procedures and forms and provides an overview of the basic procedures COT uses to accomplish this. For the detailed workflow followed within COT to carry out these responsibilities, see COT-013, "COT Standard Procedures and Forms Development, Distribution, and Maintenance," In the "References" section of this document.

II. RESPONSIBILITIES

A. COT Office of Enterprise Policy and Project Management

- Within COT, the Office of Enterprise Policy and Project Management shall be responsible for establishing, maintaining and facilitating a process for review, approval, publication, and announcement of COT standard procedures and forms.
- This Office shall also act as a focal point for coordinating with the Finance Cabinet Standard Procedures Coordinator in matters relating to standard procedures and forms.

B. COT Content Owners

- The COT organizational area which houses the subject matter experts for a given topic shall be the content owner for standard procedures and forms within that area of expertise.
- The management of the appropriate COT area of expertise shall ensure that all necessary procedures and forms are developed and maintained to carry out the functions for which they are responsible and shall coordinate with OEPPM to ensure that the appropriate process for development, approval, maintenance and publication of these is followed.

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III. PROCEDURE SUMMARY

1. The management of the COT organizational area that is the content owner for a given body of procedures shall request that personnel in that area develop and maintain the standard procedure and forms for that area of expertise.
2. Content area staff assigned this responsibility shall work with OEPPM staff to follow the process set forth in COT-013, "COT Standard Procedures and Forms Development, Distribution and Maintenance," for creation and update of COT standard procedures and forms.
3. When the draft document is completed, OEPPM staff shall assign a unique number to the standard procedure or form and facilitate publication and announcement of the document as appropriate.

IV. REFERENCES

- [Finance Cabinet Standard Procedure 1.1](#)
- [COT-013 COT Standard Procedure and Forms Development, Distribution and Maintenance](#)
- [COT-F013 COT Standard Procedure & Form Justification](#)

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE #1.1 ENTITLED "FINANCE AND ADMINISTRATION CABINET PROCEDURES AND MANUAL".
DISTRIBUTION CODES:

**A. Senior Management B. Division Directors C. Branch Managers/Supervisors
D. Cabinet Personnel E. Division Personnel F. Branch Personnel G. Attached Agencies**
